



### **Recruitment Notice**

The City of Miami Gardens is committed to employing a talented and diverse workforce. The City of Miami Gardens is an Equal Opportunity Employer, and as such, will not permit discrimination on the bases of race, religion, color, sex (including pregnancy and gender identity), sexual orientation, parental status, national origin, age, disability, family medical history or genetic information, political affiliation, military service, or any other non-merit based factor in its recruitment and hiring practices.

Veterans Preference shall be granted in accordance with Chapter 295 of the Florida Statutes. Resident Preference shall be given in accordance with the City of Miami Gardens Ordinance No. 2010-27-235.

The City of Miami Gardens is Drug-Free Workplace. All applicants who are selected for employment may be subject to substance screening.

**Position:** Certified Police Officer  
**Requisition #:** 14-012  
**Department:** Police Department  
**Position #:** Various  
**Opening Date:** December 31, 2014  
**Closing Date:** January 16, 2015 or until filled  
**FLSA Status:** Non-Exempt  
**Hourly Pay Range:** \$23.01per hour - \$29.33 per hour DOQ

### **GENERAL DESCRIPTION:**

This is a highly responsible position within the City of Miami Gardens that involves networking with the community and the protection of life and property. This is accomplished through patrol work, criminal investigation, community policing, and enforcement of the laws of the State of Florida and the Ordinances of the City of Miami Gardens. Assignments may typically involve routine motor patrol, motorcycle traffic enforcement, code enforcement, bicycle or foot patrol. Officers receive assignments and instructions from police officers of a higher rank and perform work in accordance with Department policies and standard operating procedures. Participates in special programs and projects as assigned.

**ESSENTIAL JOB FUNCTION:** *This is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

Responds to emergency or high-risk situations; participates in criminal and other investigations.

Performs general law enforcement duties, including patrolling assigned areas, checking property for security, maintaining order and public safety, responding to traffic accidents/incidents and issuing citations, serving injunctions and other legal papers, apprehending and arresting suspects, questioning suspects, interviewing witnesses and victims, assisting crime and accident victims, investigating alarms, processing crime scenes and collecting evidence, and taking statements.

Participates in criminal and traffic investigations.

Participates in special teams, programs and projects as assigned.

Reports all conditions which may affect community safety, including pedestrian and traffic obstacles, hazardous conditions and traffic light problems.

Performs various public service duties, including directing traffic at school crossings and during special events, providing police escort, assisting stranded motorists, providing security at City events and providing traffic control.

Provides court testimony as required.

Receives and responds to citizen inquiries, complaints and requests for assistance. Refers public to persons or agencies which can provide further assistance as required.

Promotes crime prevention and safety theories and practices that can be implemented in communities to deter criminal activity.

Plans and/or participates in safety/educational programs and presentations at local businesses, schools, community meetings and events.

Promotes favorable public relations and police/community relations through personal contact with community residents, civic organizations, community/government agencies, social agencies, schools and representatives of business or industries.

Assists with new officer training as assigned.

Maintains assigned vehicles and equipment.  
Works under stressful, high-risk conditions.

Remains abreast of all federal and state laws, and ordinances of the City of Miami Gardens.

Attends required training and continuing education classes.

Rotates to various positions, which may include but are not limited to Detective, Training Officer, DARE Officer, Community Police Officer, Crime Prevention/Community Programs Officer, and K-9 Handler.

Prepares and submits various records and reports including incident/accident reports, citations, work orders, daily activity sheets, observation reports, various other logs, reports, and memos.

Operates a police vehicle, bicycle and/or motorcycle, police radar, firearms, chemical and impact weapons, restraining devices, two-way radio, camera, and other police-issued equipment, as well as a variety of other equipment including a computer, typewriter, copier, telephone, and calculator.

Exercises care and safety in the use of equipment required to complete assigned tasks.

Interacts and communicates with various groups and individuals such as the immediate supervisor, Police Chief, other department supervisors and employees, other City personnel, court personnel, attorneys, other local, state and federal law enforcement agencies, emergency response

personnel, medical personnel, community leaders and organizations, suspects, victims, witnesses, and the general public.

Performs a wide variety of routine office tasks, including but not limited to compiling data for reports, completing and submitting forms, attending meetings, typing reports and records, copying and filing documents, and answering the telephone.

Assists with code enforcement duties as required. Analyzes and investigates code enforcement issues and coordinates effective service delivery including: conducting inspections, determining the existence of violations, and preparing warning notices of violation and citations or other notices involving City codes and ordinances. Interprets technical legal provisions and administrative directives pertaining to code enforcement.

Transports prisoners.

Removes debris from roadways.

Responds to calls regarding dangerous animals.

Administers first aid as necessary.

Completes duties unique to these positions as assigned and as scheduled.

Performs related work as required.

### **MINIMUM QUALIFICATIONS:**

#### **Knowledge, Skills and Abilities:**

Knowledge of the role of a municipal law enforcement agency. Knowledge of the structure, functions and inter-relationships of state and local law enforcement agencies. Considerable knowledge of up-to-date methods of law enforcement procedures. Considerable knowledge of firearms, automotive, radio and other law enforcement equipment. Considerable knowledge of legal rights of accused persons and law enforcement. Considerable knowledge of criminal behavior and methods of operation. Knowledge of civil process. Sufficient knowledge of other City departments to communicate with their representatives as necessary in carrying out duties and responsibilities. Knowledge of the layout of local roads and of the locations and characteristics of the various neighborhoods. Knowledge of the occupational hazards and safety precautions of the trade. Knowledge of the standard tools, materials and practices of the trade.

Ability to perform duties effectively despite occasional or frequent exposure to extreme heat or cold, wetness, humidity, odors, smoke, noise, and violence.

Mathematical ability to handle required calculations accurately and quickly.

Ability to learn the responsibilities of and skills involved in various department positions, including Detective, Training Officer, DARE Officer, Community Police Officer, Crime Prevention/Community Programs Officer, K-9 Handler, and to effectively perform these duties as assigned. Ability to analyze problems that arise on the job and recommend solutions.

Ability to assemble and analyze information and make written and oral reports concisely, clearly and effectively. Ability to comprehend, interpret and apply regulations, procedures and related information. Ability to communicate effectively with a wide variety of public and private groups and is persuasive in such communication.

Ability to compare and/or judge the readily observable functional, structural or compositional characteristics of data, people or things. Ability of speaking and/or signaling people to convey or exchange information. Ability to read a variety of law books, policy and procedure manuals, equipment manuals, and training manuals. Ability to prepare reports correspondence, and records with proper format, punctuation, spelling and grammar, using all parts of speech. Ability to speak with and before others with poise, voice control and confidence.

Ability to apply rational systems to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists; to interpret a variety of instructions furnished in written, oral, diagrammatic or schedule form. Ability to learn and understand relatively complex principles and techniques, to make independent judgments in absence of supervision, and to acquire knowledge of topics related to primary occupation. Must have the ability to comprehend and interpret received information.

Ability to record and deliver information, to explain procedures, to follow verbal and written instructions. Must be able to communicate effectively and efficiently with persons of varying educational backgrounds and in a variety of technical and/or professional languages including law enforcement.

Ability to inspect items for proper length, width and shape, identify degrees of similarity or difference in shades, and forms, and visually read various information. Ability to differentiate colors and shades of color.

Ability to deal with people beyond giving and receiving instructions. Ability to deal courteously, yet firmly and effectively with the public in police situations.

Ability to perform in uncomfortable physical conditions and under stress when confronted with emergency, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job. Ability to react quickly and calmly in emergency situations. Ability to work under stressful or dangerous conditions, often involving considerable personal risk or risk to others.

Skills in the use and care of firearms. Skills in the care and use of required tools and equipment.

#### **Education & Experience Requirements:**

Requires a high school diploma or GED equivalent (Police Officer I); or Associates degree (Police Officer II) or Bachelor's or Master's degree (Police Officer III) with major study in Criminal Justice Administration, Public Administration, Human Resources, Organizational Behavior, Psychology, or closely related field. Must possess a current State of Florida Police Certification pursuant to the requirements set forth by the Florida Department of Law Enforcement (FDLE). Must possess and maintain, throughout employment, a valid Florida driver license.

#### **OTHER MINIMUM QUALIFICATIONS:**

##### **Citizenship:**

Must be a United States citizen at time of application.

##### **Good Moral Character:**

No prior felony conviction or a misdemeanor conviction involving perjury or false statement, or have received dishonorable discharge from any of the Armed Forces of the United States.

#### **PRE-EMPLOYMENT SCREENING PROCESS:**

Applicants will be required to submit to pre-employment screening process to determine eligibility to advance throughout the application process. The screening process includes but is

not limited to oral interview; psychological exam; polygraph exam; medical screening; and extensive background including criminal, employment and personal reference checks.

**PHYSICAL REQUIREMENTS & WORKING CONDITIONS:** *The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.*

Must be physically able to operate a variety of machines and equipment including firearms, automobile, radio, and telephone.

Must have significant levels of eye, hand, and foot coordination.

Must be able to exert up to ten pounds of force occasionally and/or a negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects.

Physical demands are in excess of those for sedentary work; must be able to remain on feet for periods of time, stoop, kneel, crouch, lift, carry, push, pull, climb, balance, walk, run.

Must be physically fit and able to defend one's self from attack or physical assault.

Must be able to restrain, lift and/or carry adults of varying weights.

Must be adaptable to performing in uncomfortable physical conditions and under stress when confronted with emergencies, unusual or dangerous situations, or in situations in which working speed and sustained attention are make or break aspects of the job.

The worker may be subject to danger or risk to a significant degree, or to tension as a regular, consistent part of the job.

Specific vision requirements include close vision, color vision, peripheral vision, depth perception and ability to adjust focus.

**Certified Police Officer Applicants must hand deliver or mail all items listed below to:**

**Human Resources Department, City of Miami Gardens  
18605 NW 27<sup>th</sup> Avenue  
Miami Gardens, FL 33056  
[www.miamigardens-fl.gov](http://www.miamigardens-fl.gov)  
EOE M/F/D/V; Drug-Free Workplace**

1. CITY OF MIAMI GARDENS APPLICATION FOR EMPLOYMENT – NOTE: Your employment history must include all positions held since the age of 18 to present. (Attach additional sheets to application of necessary.) All gaps in employment history longer than 3 months must be explained, even if you were attending school full-time.
2. BIRTH CERTIFICATE or NATURALIZATION PAPERS or UNITED STATES PASSPORT
3. COPY OF NAME CHANGE DOCUMENTATION (if applicable)
4. HIGH SCHOOL DIPLOMA, GENERAL EQUIVALENCY DIPLOMA (GED), AND/OR or OFFICIAL SEALED COLLEGE TRANSCRIPTS
5. DD214 MILITARY RELEASE FORM MEMBER 4 COPY (if applicable)

6. CITY OF MIAMI GARDENS VETERAN'S PREFERENCE CLAIM FORM (if applicable)
7. CITY OF MIAMI GARDENS RESIDENT PREFERENCE CLAIM FORM (if applicable)
8. COPY OF SOCIAL SECURITY CARD
9. COPY OF VALID FLORIDA DRIVERS' LICENSE
10. CERTIFIED ORIGINAL COPY OF DEPARTMENT OF MOTOR VEHICLE DRIVER'S LICENSE HISTORY (7 Years)
11. PROOF OF FLORIDA DEPARTMENT OF LAW ENFORCEMENT (FDLE) CERTIFICATION.

**All documents must be submitted at the time of application. Faxed applications will not be accepted. Incomplete applications will not be considered.**